

# COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and  
Supportive Community Care"*

## TECHNICAL SUPPORT PROGRAM

### Self-Assessment Guide RESIDENTIAL CARE FACILITY FOR THE ELDERLY RESIDENT'S RECORDS



CDSS

CALIFORNIA  
DEPARTMENT OF  
SOCIAL SERVICES

## TECHNICAL SUPPORT PROGRAM

### RESIDENTIAL CARE FOR THE ELDERLY RESIDENT RECORD

This tool is designed to assist facility operators to perform periodic self-assessments of their resident records. It includes the most commonly required resident records. It is not an exhaustive list of all resident records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.***

R = Reviewed

U = Updated

N/A = Not Applicable

Resident Name: \_\_\_\_\_

Review Date									Expires/ Update Due
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Admission Agreement LIC 604									
Identification and Emergency Info LIC 601									
Physician's Report LIC 602									
Ambulatory Status LIC 602									
TB Test Results LIC 602									
Medical Consent LIC 627									
Preplacement Appraisal LIC 603 or 625									
Cash Record LIC 405									
Property Record LIC 621									
Personal Rights LIC 613									
Medication Record LIC 622									
Medical Information Release LIC 605A									

Admission Agreement:

Due Date: Within seven days of admission.

Updates Due: Upon modification of any terms of the agreement.

Identification and Emergency Information:

Due Date: Time of admission.

Updates Due: When any information on the form changes.

Physician's Report with Ambulatory Status and TB Test Results:

Due Date: Prior to admission.

Updates Due: When there are significant changes in the residents health that could affect his/her needs and services or continued placement. Physician's report must be done at least annually for residents with dementia

Medical Consent:

Due Date: Time of placement.

Updates Due: When there is a change of responsible party.

Preplacement Appraisal:

Due Date: Prior to admission.

Updates Due: When there are significant changes in the residents physical, mental and/or social condition that could affect his/her needs and services or continued placement. Reappraisal must be done at last annually for residents with dementia.

Cash Record:

Due Date: Upon receipt of any resident cash.

Updates Due: Upon receipt or disbursement of any resident cash.

Property Record:

Due Date: Time of admission.

Updates Due: When resident property is added or removed.

Personal Rights:

Due Date: Time of admission.

Updates Due: None.

Medication Record:

Due Date: Upon receipt of any medication for resident.

Updates Due: When new medications or refills arrive, or when medications are destroyed.

Medical Information Release (Optional)

Due Date: Prior to admission.

Updates Due: Time of expiration date on form.